

EAC - Annual Updates (Citizen)

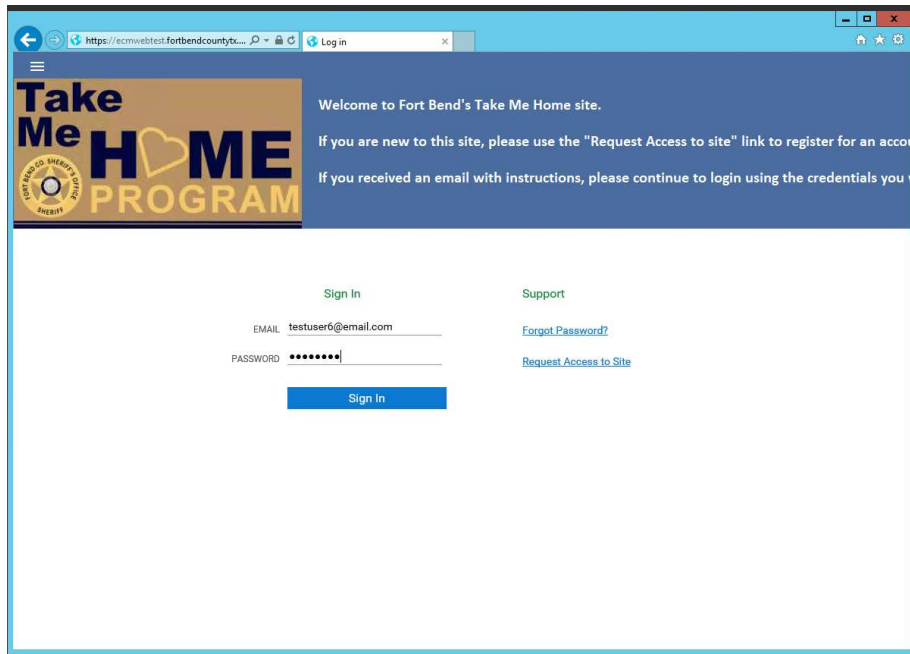
Purpose: A year from the last time you uploaded an image, you will need to update with a new image and review any outdated information. You will automatically receive an email when it is time to review.

Role: Citizen

Client: External Access Client (EAC)

Process:

1. You will have received an email stating you have a record that needs your attention.
2. Using credentials, email and password, user will login to portal: <https://takemehome.fortbendcountytexas.gov/>



The screenshot shows a web browser window with the URL <https://ecmwebtest.fortbendcountytexas.gov/>. The page features a blue header with the "Take Me HOME PROGRAM" logo on the left and a welcome message on the right. The logo includes a circular seal with "FORT BEND COUNTY" and "ENERGY" text. The welcome message reads: "Welcome to Fort Bend's Take Me Home site. If you are new to this site, please use the 'Request Access to site' link to register for an account. If you received an email with instructions, please continue to login using the credentials you were provided." Below the header, there is a "Sign In" section with a "Sign In" link above the input fields. The "EMAIL" field contains "testuser0@email.com" and the "PASSWORD" field is masked with "*****". A blue "Sign In" button is positioned below the password field. To the right of the login fields, there is a "Support" section with two links: "Forgot Password?" and "Request Access to Site".

3. Scroll to the section titled: "Existing Records Needing Attention". You should see a record here:

Take Me HOME PROGRAM

Welcome to Fort Bend's Take Me Home site.

If you are new to this site, please use the "Request Access to site" link to register for an account.

If you received an email with instructions, please continue to login using the credentials you were given.

Take Me Home

Items: 1

Existing Records Needing Attention

Here you will find any records that have been sent back for your review and potential changes. This includes updates you have made, missing or unapproved photos, and for your annual review. Please double click on the item in this list where you see the instructions. This will open the form in question.

Existing records needing attention...	INSTRUCTIONS
STATUS	Contains...
Rejected	Please upload a new photo
Requires Photo	Please review the record and upload a new photo.

Items: 2

4. Double-click on the record above, the example here showing a Status of "Requires Phtoto" and Instructions "Please review the record and upload a new photo."

5. This will open the following window:

SubjectData - Internet Explorer

https://ecmwebtest.fortbendcountytexas.gov/TakeMeHome/WorkView/Viewer/ObjectViewer.aspx?applicationID=0&ObjectID=42956&ClassID=1051&ScreenID=1053&OBToken=db37e98c-db9c-4ad1-a237-ec9f1

Save Save and Close Save and New Delete Copy Object Refresh History Documents Forms Discussion Print More Toggle Tasks Last Object

[Take Me Home Information](#)

SubjectData Created By: V_LEONMAT
10/5/2020 2:34:41 PM

Take Me Home Information

Status
Requires Photo

Instructions
Please review the record and upload a new photo.

Basic Information

Last Name First Name Middle Name
SMITH JOHN J

Nicknames
SCOOBY

Home Address
4353 1ST STREET

City State ZIP
SUGAR LAND TX 77498

Date of Birth Age Gender Height
1/1/1950 70 M 5'4"

Hair Color Eye Color Race Weight
GRAY GREEN WHITE 150 LBS

Please list any features that can help us with identification, such as glasses, tattoos, visible birthmarks, etc.:

Upload Photo
Record Updated - Send for Review

6. When the new window opens up, look for the "Upload Photo" button to the right and click on it.

SubjectData - Internet Explorer

https://ecmwebtest.fortbendcountytx.gov/TakeMeHome/WorkView/Viewer/ObjectViewer.aspx?applicationID=0&ObjectID=42411&ClassID=1051&ScreenID=1053&OBToken=6dd44b81-8a06-4e8f-9bf3-ac2733d7ba5c&viewid=undefined&objectViewerEnvironment=0&objectSource=3&sourceId=1227&relatedFolderExist=false

Save Save and Close Save and New Delete Copy Object Refresh History Documents Forms Discussion Print More Toggle Tasks First Object Previous Object Next Object Last Object

[Take Me Home Information](#)

SubjectData

Created By: V_LEONMAT
1/29/2020 9:49:10 AM

Take Me Home Information

Status
Active

Instructions

Basic Information

Last Name	First Name	Middle Name
SMITH	JOHN	IM

Nicknames
BUDDY, Sonny, Johnny

Home Address
1425 PARK

City State ZIP

Upload Photo

7. Click the "Browse" button at the top left to locate a new picture on your computer:

SubjectData - Internet Explorer

https://ecmwebtest.fortbendcountytx.gov/TakeMeHome/WorkView/Viewer/ObjectViewer.aspx?applicationID=0&ObjectId=42411&Classid=1051&ScreenId=1053&OBToken=6dd44b81-8a06-4e8f-9f...

User Interaction

FILE PATH

Document Types

SO - Take Me Home Photo

File Type

Image File Format (.???)

Document Date

10/05/2020

KEYWORDS

Subject Last Name
SMITH

Subject First Name
JOHN

Subject Middle Name
M

Subject Nicknames
BUDDY, SONNY, JOHNNY

Subject Home Address
1425 PARK

Subject City
SUGAR LAND

Subject State

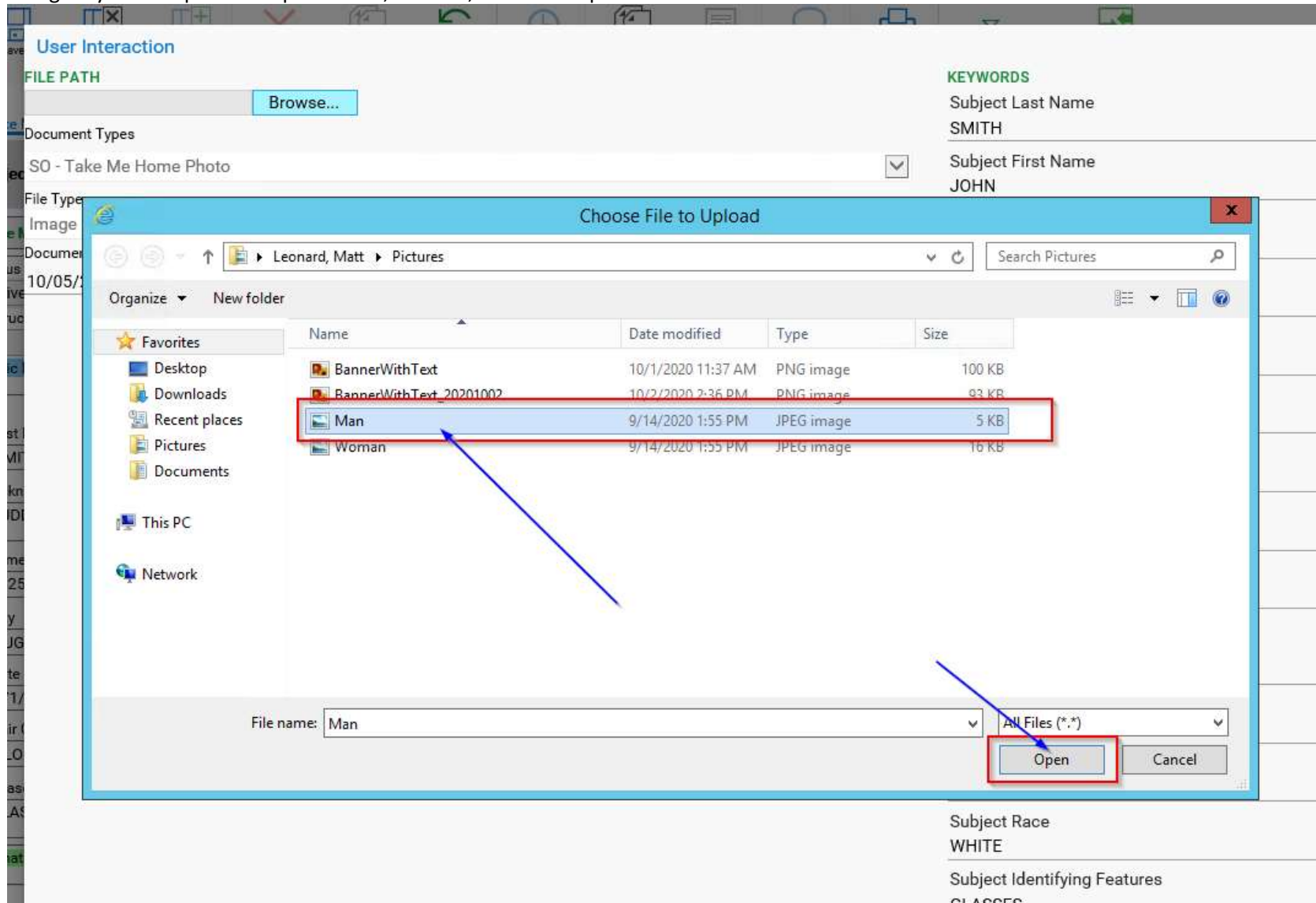
Subject ZIP
77498

Subject DOB
1/1/1950

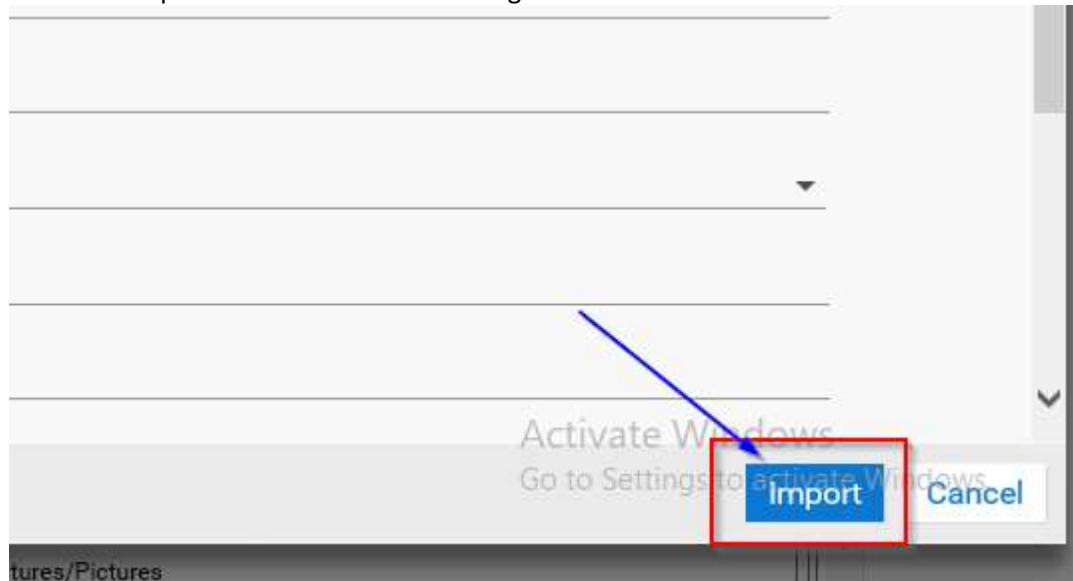
Subject Gender
M

Subject Hair Color
BLONDE

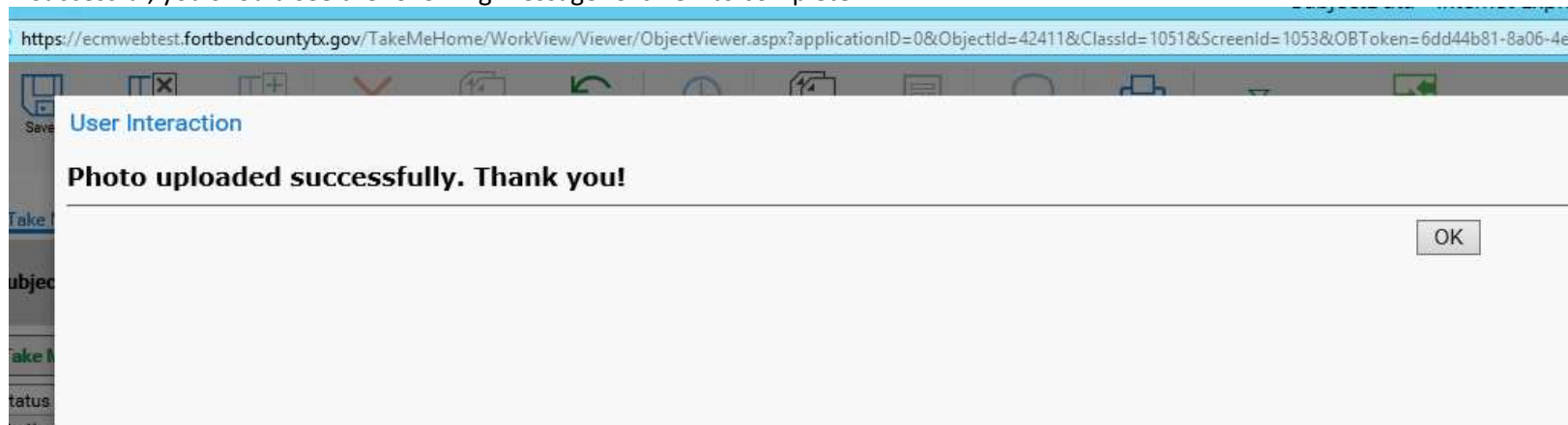
8. Navigate your computer to a picture file, select it, then click Open.



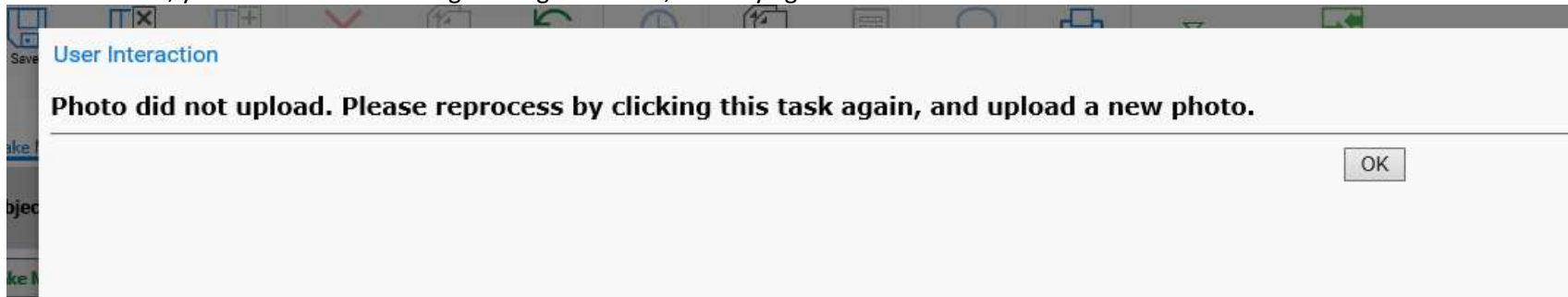
9. Click the "Import" button at the bottom right.



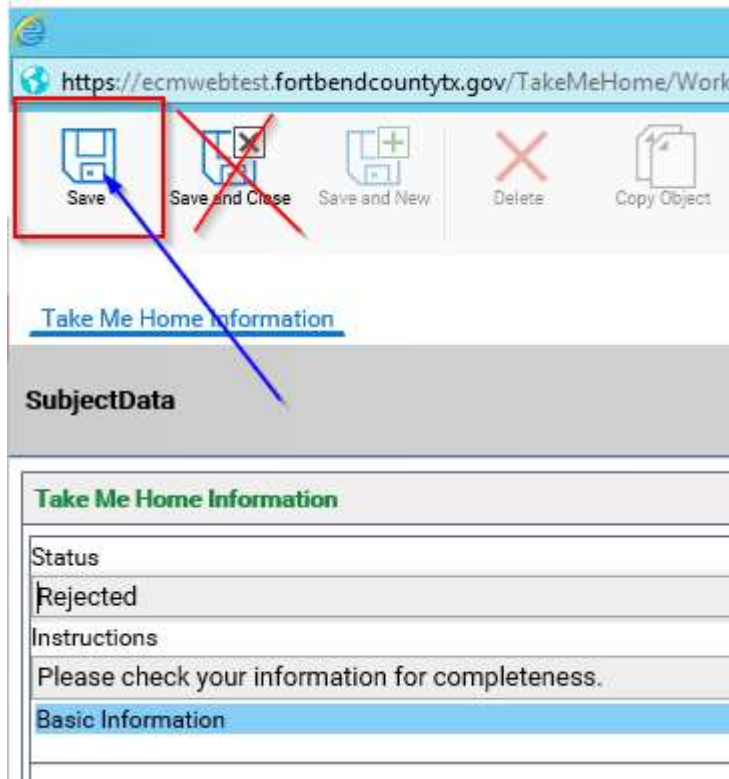
10. If successful, you should see the following message. Click OK to complete.



11. If unsuccessful, you will see the following message. Click OK, then try again.



12. Next, review the record for any other changes that are required.
13. Once completed making changes on the form, click the "Save" button, NOT the "Save and Close" button.



14. Then look for the "Record Updated - Send for Review" on the right. Click this to complete and send back to review.

SubjectData - Internet Explorer

https://ecmwebtest.fortbendcountytx.gov/TakeMeHome/WorkView/Viewer/ObjectViewer.aspx?applicationID=0&ObjectId=42411&ClassId=1051&ScreenId=1053&OBToken=f

Save Save and Close Save and New Delete Copy Object Refresh History Documents Forms Discussion Print More

[Take Me Home Information](#)

SubjectData Created By: V_LEONMAT
9/29/2020 9:49:10 AM

Take Me Home Information

Status
Rejected

Instructions
Please check your information for completeness.

Basic Information

Last Name First Name Middle Name
SMITH JOHN M

Nicknames
BUDDY, Sonny, Johnny

Home Address
1425 PARK

City State ZIP
SUGAR LAND TX 77498

Upload Photo
Record Updated - Send for Review

15. You can close this window.